COLYAR CONSULTING GROUP, INC.

Child Nutrition Information and Payment System (CNIPS)

Child and Adult Care Food Program

User Manual

Kentucky Department of Education
Division of School and Community Nutrition

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Introduction

Welcome to the Child Nutrition Information and Payment System (CNIPS) user manual for the Child and Adult Care Food Program module. CNIPS is a web-based software solution that provides administrators, state users, and Sponsors with efficient and immediate access to applications, claims, and related nutrition program functions.

Web Site Benefits and Features

CNIPS is a user-friendly web application that allows authorized users to submit and approve application, claims, and miscellaneous forms via the Internet, as their security rights permit. Key system features include:

- A software system that manages information regarding Sponsors, applications, claims, and reports.

- A single integrated database which serves all child nutrition programs.

- The ability to save partially completed forms on-line, allowing the user to complete the process at a later time.

- Individual User IDs and passwords for secure login to program functions and accurate tracking of user behavior.

- A robust security module that streamlines security setting controls by enabling administrators to easily assign users to numerous pre-defined groups and eliminating the need to manually set each user's security access.

User Manual

This user manual is intended for use by authorized state users that administer the CACFP Centers and Day Care Homes programs. It is designed to provide a general understanding of how to use the system in an effective and efficient manner. This manual will provide:

- A general explanation of each feature available.

- Screen examples of web site pages and forms.

- Step-by-step instructions for utilizing the web site features.

- Tips and notes to enhance your understanding of the system.

Getting Started

Before you can begin using CNIPS, you must be assigned a user ID and password by the SCN Help Desk. Once this setup is complete, you may use the Internet and your assigned user ID and password to access and log onto the CNIPS web site.

Accessing the Web Site

You can access CNIPS from any computer connected to the Internet by opening your Internet browser and entering the CNIPS URL in the browser's address line. The CNIPS URL for the production environment is: **https://cnips.education.ky.gov**

> **TIP:** You can add this URL to your browser's FAVORITES list or create a shortcut to the web site on your desktop for quicker access to the site. Refer to your browser or operating system help files for further information.

Figure 1: CNIPS Home Page

About the CNIPS Home Page

The CNIPS Home Page consists of three major sections:

- Bulletin Board.

- Log on.

- Links.

The bulletin board is managed by SCN and provides general information. It is important to remember that the bulletin board on the home page is viewable by the public.

The log on section is where authorized users enter their User ID and password. It also provides a link for users that have entered a valid User ID, but have forgotten their password, to be transferred to another webpage to reset their password.

The links section provides access to websites and additional information:

- Selecting the **Need Help?** link will transfer the user to a webpage where the user can send a support request or request a User ID and password.

- Selecting the **SNP Program Resources** link will transfer the user to a webpage that provides additional information on the National School Lunch Program.

- Selecting the **CACFP Program Resources** link will transfer the user to a webpage that provides additional information on the Child and Adult Care Food Program.

- Selecting the **SFSP Program Resources** link will transfer the user to a webpage that provides additional information on the Summer Food Service Program.

- Selecting the **Training Registration** link will open the Training Registration module, enabling Sponsors to review and register for courses offered by SCN.

Logging On

To log on

1. Access CNIPS by typing the URL into the address line of your web browser.

2. Enter your assigned **User ID**.

3. Enter your **Password**.

4. Select **Log On**.

Note: If you do not have a User ID and Password, contact the SCN Help Desk.

TIP: The Password is case-sensitive, so be sure to use upper and lower-case letters, if necessary.

To change your password

If this is your first time logging on, the system will automatically require you to change your password.

1. Select a new password and enter it into the box provided.

2. Re-enter your new password for confirmation.

3. Select **Save** to continue to the CNIPS Programs page.

Note: Security configuration settings require a password ten (10) to twelve (12) characters in length. Please note that the password must be at least ten (10) characters in length.

The password must contain at least one number, one letter, and one special character (e.g., !, ?, /). Passwords are case sensitive.

CNIPS Content Overview

Once you are logged in and have selected a Sponsor, the top portion of the CNIPS application contains key elements that provide basic information about your location within the system and the selected Sponsor.

Figure 2: CNIPS Content Overview

Item	Description
Program Name	The selected program name appears in the gray area at the top of the page.
Menu Items	Menu items display on the blue menu bar at the top of the page. Selecting a menu item will take you to its menu page. Users may not have access to all menu items. If you are unable to select a particular menu item, you do not have the necessary security rights. Contact the SCN Help Desk for assistance.
Breadcrumb Trail	The navigation, or breadcrumb trail, identifies your location within the web site. Selecting a specific portion of the trail will take you back to that particular screen.
School Year	The selected school year displays on the right beneath the menu bar. Upon logging in, the system defaults to the most current active school year.
Information Box	The information box displays general information regarding the Sponsor/ Site.
Logout	The logout button displays in the menu bar. It is recommended to select **Logout** to properly exit the system.

Note: For security reasons, the system will automatically log you out after twenty (20) minutes of inactivity.

Screen Options

Data entry screens in the system offer the user some or all of the following options: **VIEW, MODIFY, DELETE, and INTERNAL USE ONLY**. The Screen Options area is located on the top right side of the screen, directly beneath the colored bar.

Figure 3: Screen Options - example

The following table describes each of the possible screen options:

Item	Description
VIEW	Presents the screen information in 'view-only' mode. In this mode, the user cannot modify any data.
MODIFY	Presents the screen in 'modify' mode. In this mode, the user can modify field data and save the data after pressing the save button at the bottom of the screen.
DELETE	Deletes the current record displayed on the screen. The user will be presented with a confirmation screen to validate that they intend to delete the record.
INTERNAL USE ONLY	This option is only available to authorized State users only. This is available for screens that have an Internal Use Only section, which is typically at the bottom portion of the screen. Selecting this option will result in the fields in the Internal Use Only section to become editable.

CNIPS Programs Page

Once you successfully log on, the CNIPS Programs page is displayed. Actual access to specific modules is based on the user's security rights.

TIP: The Accounting, Maintenance and Configuration, and Security tiles are always gray because these are administrative modules that are available to only authorized State users. Sponsors will not have access to these modules. Only select authorized State users will have access to these modules.

Figure 4: CNIPS Programs Page

Selecting this button…	Provides…
School Nutrition Programs	Access to the School Nutrition Programs home page
Accounting	Access to the Accounting Module home page
Child and Adult Care Food Program	Access to the Child and Adult Care Food Program home page
Maintenance and Configuration	Access to the Maintenance and Configuration module home page
Summer Food Service Program	Access to the Summer Food Service Program home page
Security	Access to the Security Module home page

Child and Adult Care Food Program Home Page

The Child and Adult Care Food Program home page contains the message board used by state administrators to post and maintain program-specific messages. Messages may contain important news regarding the submission due dates, upcoming training, legislative changes, or any other program-specific information.

To access the Child and Adult Care Food Program home page

1. Log on to the CNIPS web site.

2. On the Programs screen, select **Child and Adult Care Food Program**.

> **Note:** If a user only has access to the Child and Adult Care Food Program module, the Programs screen is not be displayed

3. The Child and Adult Care Food Program home page displays.

> **Note:** State administrators maintain the message boards for all CNIPS modules. If you would like a message posted on the Child and Adult Care Food Program home page, please contact the SCN Help Desk. Please note that messages are visible to both internal and external users.
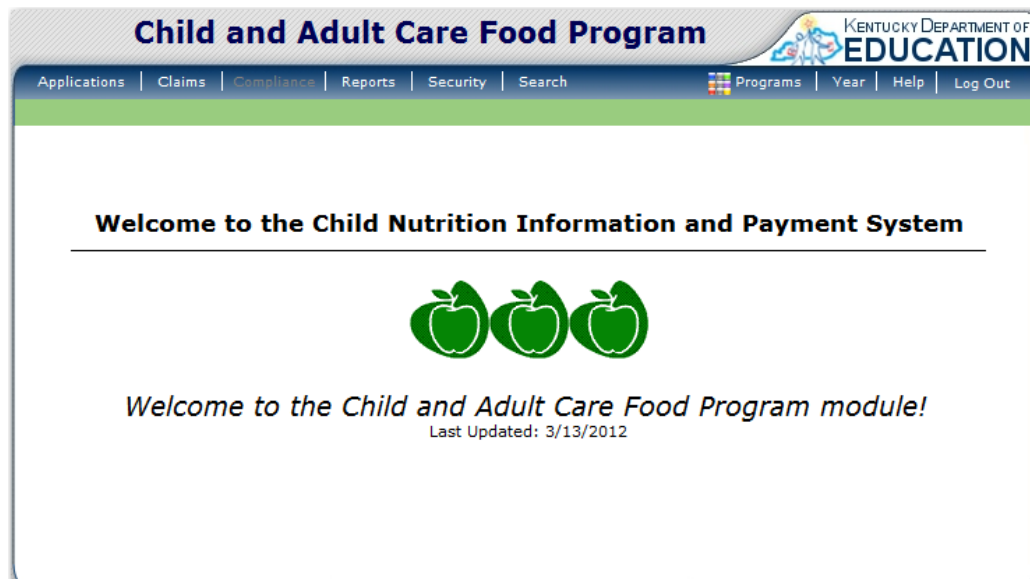
Figure 5: Child and Adult Care Food Program Home Page

Child and Adult Care Food Program menu options

From the Child and Adult Care Food Program home page, you can select a menu item from the blue menu bar at the top of the page. The Child and Adult Care Food Program menu bar contains only menu items specific to the Child and Adult Care Food Program. The table below describes the features available for each menu option, which the remainder of this manual will discuss in detail.

Please note: individual users may have varying menu options due to the user's security configuration.

Menu Item	Menu Features
Applications	Access to overall application-related items including: ▪ Sponsor Manager (State users only). ▪ Application Packet (including Sponsor and Site/Provider applications as well as supporting submissions). ▪ Actual Cost Quarterly Reports ▪ Download Forms.
Claims	Access to CACFP claim entry screens and Sponsor-specific payment history.
Reports	Access to a variety of standard CACFP reports (State users only).
Security	Access to an individual user's security-related items including: ▪ Change Password (authenticated user changing their password). ▪ User Manager.
Search	Access to the CACFP Sponsor Search screen.

> **Note:** Users will be granted access to additional menu items at the appropriate time and following any training on their use.

Error Processing

All information entered and saved on the system is verified to ensure it conforms to data entry guidelines and system rules. The site performs two types of checks on information entered: Input Edits and Business Rule Edits.

Input Edits

Whenever you save information or proceed to a new screen, the site checks for input errors. These errors may include entry errors such as an invalid data entry (such as entering a 4-digit Zip Code), or a non-logical entry (e.g., entering a greater number of eligible than enrolled children).

If a form contains an input error and the user selects **Save**, the screen either displays the error code and description in red at the top of the page (and the error code is a letter) or displays a message next to the field in error. Input errors must be corrected before you can proceed. The system will not save data entered on a screen that contains an input error. The user must correct the input errors and select **Save** again.

Figure 6: Examples of an Input Error (Partial Screen)

Business Rule Edits

Business rule edits are used to ensure that entered data on a form conforms to state-defined guidelines/requirements and federal regulation. Once the user initiates a save, CNIPS will perform business rule edit checks after all input errors have been corrected and display a confirmation screen stating that data entered has been saved and identifies whether errors exist.

The user may correct business rule errors immediately or at another time. The entered data will not be lost. The errors will display at the top of the screen with an error code (usually 4-5 digits) and error description. Business rule edits do not prohibit the system from saving the data entered on the screen.

Figure 7: Example of a Business Rule Error (Partial Screen)

In addition, business rule edits have an error severity that indicates whether an error is considered an Error or a Warning. Errors appear in red and must be corrected before the form can be submitted. Warnings appear in blue and indicate an "out of the ordinary" data value. Warning errors do not need to be corrected prior to form submission.

Code	Warning Description
001	The Application Packet is not considered complete until the prior year's Food Safety Inspection Report has been submitted.

Figure 8: Example of a Warning Error

Note: State administrators maintain the business rule error messages. If you think an error message is incorrect or unclear, please contact the SCN Help Desk.

Selecting a Program Year

Information for Sponsors and sites is displayed based on the selected program year. Upon logging on to the system, the "active" program year is the default selection and displays in the top-right corner in the blue bar. In order to view information from a prior year, you will need to change the program year.

Note: A Sponsor will be unable to select a new year if they have not been granted the security right. Contact the SCN Help Desk and request access to the **Select Year** security right if you think this is in error.

To select a program year

1. Select **Year** on the blue menu bar at the top of the page. The Year Select screen displays.

2. Select the year.

   Note: The selected year is indicated by **<Selected.**

3. Use the menu bar to return to your task in the program.

   TIP: The ability to view and/or modify a program year is controlled by the State's system administrator. It is important to note that a program year may be set as "view only" to the Sponsors and "modify" to authorized State users.

Year Select
Select Year
2012 - 2013 **< Selected**
2011 - 2012
2010 - 2011
2009 - 2010

Figure 9: Year Select screen

Sponsor Search

For most CACFP functions, you must search for and select a Sponsor using the Sponsor Search function before beginning any task. When the Sponsor Search screen displays, you can search for the Sponsor using all or part of the Sponsor's ID, Name, or any other combination of parameters provided on this screen.

To search for a Sponsor

1. On the menu bar, select **Search**. Then select **Sponsor Search**. [If the Sponsor Search screen is already displayed, begin at Step 2.] The Sponsor Search screen displays.

2. Enter search parameters (see table for additional information on using the search parameters).

3. Select **Search.**

4. Select the Sponsor you wish to access.

> **TIP:** The Sponsors List displays based upon the search criteria entered. If no selections were made, the list displays all available Sponsors with the designated status (default is "Active"). To display all Sponsors, leave all search parameters blank and select **Search.**

Figure 10: Sponsor Search screen

Note: Users will only see Sponsors associated with their user account.

The search parameters follow a specific set of rules. These are described in the following table.

If the type of search is identified as "includes", the system will search for any Sponsor that includes the parameter in any portion of the selected field. For example, if the user entered "386" in the Sponsor ID parameter, the system will retrieve Sponsors with Sponsor IDs of "00386" and "01386".

If the type of search is "exact match", the system will search only for any Sponsor that exactly matches the parameter. For example, if the user selected "Collin" in the County parameter, the system will retrieve all Sponsors associated with the county of Collin.

Parameter	Type of Search	Search Features
Sponsor ID	"includes"	▪ If in combination with the Sponsor Name, the Sponsor ID takes precedence ▪ If in combination with any other parameter, all parameters are used to perform the search
Sponsor Name	"includes"	▪ If in combination with the Sponsor ID, the Sponsor ID takes precedence; this parameter is ignored ▪ If in combination with any other parameter, all parameters are used to perform the search
FEIN **CD Code**	"includes"	▪ If in combination with the Sponsor ID, the search is performed using both the Sponsor ID and this parameter ▪ If in combination with any other parameter, all parameters are used to perform the search
County **Packet Status** **Field Service Rep** **Packet Assigned To** **SCN Region** **Program Status** **Program**	"exact match"	▪ If in combination with the Sponsor ID, the search is performed using both the Sponsor ID and this parameter ▪ If in combination with any other parameter, all parameters are used to perform the search
Sponsor Status	"exact match"	▪ Required; defaults to "Active" ▪ If in combination with any other parameter, all parameters are used to perform the search
Program	"exact match"	▪ Required ▪ Defaults to "Both"; can filter by Centers or DCH ▪ If in combination with any other parameter, all parameters are used to perform the search

If the "Search all available Programs" checkbox is checked, the results display changes in appearance. The system will ignore all search criteria except for the Sponsor ID and Sponsor Status. If the Contracting Name is entered, and no Sponsor ID is entered, the system will ignore all search criteria except for Sponsor Name. If no parameters are entered, the system will retrieve all Sponsors in all programs.

Figure 11: Sponsor Search screen – "Search all available Programs" example

Site Search

You can also search for and select a Site through the Site Search function on the Search menu.

Note: The Site Search function applies to Center sites only.

TIP: Sites only display if they are associated with a Sponsor to which you have access.

You can search for the site using all or part of the Site ID, Site Name, License Number, or Street Address. At least one search criteria must be entered. The search results display in the Site List below the search criteria.

To search for a site

1. On the menu bar, select **Search**.

2. Select **Site Search.**

3. Enter all or a portion of the Site ID, Site Name, License #, or Street Address in the respective text box(es).

4. Select **Search.**

5. Select the desired Site.

Figure 12: Site Search Page

Parameter	Type of Search	Search Features
Site ID	"includes"	▪ If in combination with the Site Name, the Site ID takes precedence ▪ If in combination with any other parameter, all parameters are used to perform the search
Site Name	"includes"	▪ If in combination with the Site ID, the Site ID takes precedence; this parameter is ignored

Parameter	Type of Search	Search Features
		▪ If in combination with any other parameter, all parameters are used to perform the search
License # **Street Address** **City** **State** **Zip Code**	"includes"	▪ If in combination with the Site ID, the search is performed using both the Site ID and this parameter ▪ If in combination with any other parameter, all parameters are used to perform the search

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Applications

Now that you know how to access and log on to CNIPS, the remainder of the manual will explore the functions of the Child and Adult Care Food Program module. Let's first look at the Applications component of CNIPS, where users manage enrollment of Sponsors and sites. We will next look at helpful tips and instructions on how to complete the application packet.

About the Program Year Enrollment Process

In order to participate in the Child and Adult Care Food Program, Sponsors must submit an Application Packet to the State for review and approval. Before beginning the Application Packet, Sponsors must select the "Add" action on the Application Packet screen. The user is then transferred to a blank CACFP Sponsor application screen. A new Application Packet must be submitted and approved for each program year. Once the Application Packet is approved, monthly claims for reimbursement may be submitted.

			Packet Assigned To: unassigned
Action	**Form Name**	**Latest Version**	**Status**
Add	Sponsor Application		Not Started

Figure 13: Enrolling in a New Program Year

Submitting an Application Packet

The Sponsor can submit the Centers or Day Care Home Application Packet to the State once the application is deemed complete by the system. In order to be able to submit an Application Packet, the packet must contain:

- A completed Sponsor Application with no errors.

- At least one completed CACFP Site/Provider Application with no errors.

- A completed Budget Detail with no errors.

- A Board of Directors Members List must exist and contain no errors.

- All items in the Checklist are identified as submitted to SCN.

Once the Application Packet has been submitted to the State for approval, the packet history section of the Application Packet screen will display the event and the packet status changes to **Submitted for Approval.**

Packet History		
Event	**Event Date/Time**	**User**
The application packet was approved.	5/29/2009 7:23:11 AM	Developer
The application packet was submitted.	5/29/2009 7:22:27 AM	Developer
The application packet was changed requiring it to be submitted.	5/29/2009 7:22:14 AM	Developer

Figure 14: Packet History (sub-section of the Application Packet screen)

Applications Menu

The Applications menu is the starting point for all tasks related to the annual Child and Adult Care Food Program enrollment process. Menu items are based on security levels.

To access the Applications Menu

1. On the blue menu bar, select **Applications.** The Applications Menu displays.

2. Select an application item to access that application function.

Application Packet

In order to participate in the Child and Adult Care Food Program (CACFP), Sponsors must submit an Application Packet to the State for review and approval. At the beginning of each program year, Sponsor data is rolled over and must be verified by Sponsors prior to submitting any claims.

There are two types of CACFP Application Packets—a Center Packet and a Day Care Home Packet. The overall application process is the same for both types, though some forms differ in content.

Generally, the Application Packet contains the Sponsor application, Site/Provider application(s), Board of Directors, Budget Detail and any required Checklist items. After selecting Application Packet from the Applications menu, each required packet item and its status displays. A red arrow displays beside packet items that are not complete, while a green arrow displays for packet items that have been completed without error. For more details, see *Reviewing an Application*.

Note: Sponsors may not submit claims until their Application Packet has been approved for the respective program year.

Note: Once an Application Packet has been approved, the Application Packet must be re-submitted for approval if any of the following items have been revised:

- Sponsor Application
- Center Application
- Board of Directors
- Budget Detail

An Application Packet **does not** need to be re-submitted for DCH Provider Application modifications or revisions.

Application Packet – Center and DCH Sponsors

> **Note**: The sections below apply to both Center and DCH Application Packets. The forms displayed in the following screenshots may apply to one or both application packet types.

To access the Application Packet

1. On the blue menu bar, select **Applications.** The Applications menu screen displays.

2. On the menu, select **Application Packet – Center** or **Application Packet – DCH**. If necessary, search for and select a Sponsor. The Application Packet screen displays.

3. Select the packet item you want to access.

Figure 15: Application Packet – Center screen

Figure 16: Application Packet – Day Care Home Sponsor screen

If the Application Packet has been submitted for approval by the Sponsor, it becomes "read only" to the Sponsor. The Application Packet screen is displayed with the following message to help make the Sponsor aware that they can no longer modify the submitted packet during this time.

> **The Application Packet is currently under review by the State and is unavailable for changes.**

To end a Sponsor's enrollment

1. From the Applications menu, select **Application Packet – Center** or **Application Packet – DCH**. If necessary, search for and select a Sponsor. The Application Packet screen displays.

2. Associated with the Sponsor Application, select the link under the Latest Version column. The Application History screen is displayed.

3. Select **Close Sponsor**. The End Sponsor Agreement screen is displayed.

4. Enter the **Closed/Terminated Date**. When this Sponsor enters claims, the Days on Operation fields will edit check with this date to ensure meals aren't claimed after the entered date.

5. Select the **Closed/Terminated Code**.

6. Enter the **Closed/Terminated Reason**.

7. If desired, provide a description as to why the Sponsor is ending enrollment in **Closed/Terminated Comment**.

8. Select **Save**. The Application History screen is displayed with a message stating that the Sponsor's enrollment has ended.

The Sponsor's enrollment was 'State Cancelled' as of: 01/03/2011.

Effective Claim Period	Version	Status	Approved Date
Jul 2010	Original	Error	

< Back   Re-Open Sponsor

Figure 17: Example of a confirmation of cancelled Sponsor enrollment

To re-open a closed Sponsor

1. From the Applications menu, select **Application Packet – Center** or **Application Packet – DCH**. If necessary, search for and select a Sponsor. The Application Packet screen displays.

2. Associated with the Sponsor Application, select the link under the Latest Version column. The Application History screen is displayed.

3. Select **Re-Open Sponsor**. The End Sponsor Agreement screen is displayed.

4. Delete the **Closed/Terminated Date.**

5. Select the blank space from the drop-down menu for the **Closed/Terminated Code**.

6. Delete the **Closed/Terminated Reason**.

7. Delete the Closed/Terminated Description.

8. Once all fields are blank, select **Save**. The Application History screen is displayed.

CACFP Sponsor Application

The Sponsor Application screen provides access to the Sponsor's annual application for the Child and Adult Care Food Program. The Sponsor is required to complete a new Sponsor application annually; however, if an application is contained within the system from the previous year, the State has identified select application data that rolls over from the previous year and pre-fills a new year's application.

To view a Sponsor application (Original)

1. On the blue menu bar, select **Applications.**

2. From the Applications menu, select **Application Packet – Center** or **Application Packet – DCH**. The current year's Application Packet screen displays.

3. Select View next to the **Sponsor Application** packet item. The Sponsor Application for the designated program year is displayed.

   Note: If there are multiple versions of a Sponsor application within the system (i.e., revisions exist), the system defaults to the version with the most current Application Effective Date designated on the Sponsor Application's Internal Use Only section.

To view a Sponsor application (Revision)

1. On the blue menu bar, select **Applications.**

2. From the Applications menu, select **Application Packet – Center** or **Application Packet – DCH**. The most current year's Application Packet screen displays.

3. Select the revision link under the **Latest Version** column. The Sponsor Application History for the designated program year is displayed.

4. Select the application version you would like to view.

   TIP: The View option appears in two situations: 1) If the user only has view-access security rights or 2) If the user has modify-access security rights BUT the Application Packet has been submitted to the State and is under State review and therefore can no longer be modified.

To add a Sponsor application (New Sponsor)

1. On the blue menu bar, select **Applications.**

2. From the Applications menu, select **Application Packet – Center** or **Application Packet – DCH**. The most current year's Application Packet screen displays.

3. Select Add next to the **Sponsor Application** packet item. The Sponsor Application for the designated program year is displayed.

4. Enter required information.

5. Select **Save**. A confirmation screen displays.

6. Select **<Edit** to return to the Sponsor Application screen.

   -OR-

   Select **Finish** to return to the Application Packet screen.

> **TIP:** If a Sponsor had an application in the previous year and has elected to enroll in the new year, the prior year's application information is rolled over into the new year's application as a starting point.

To modify a Sponsor application

1. On the blue menu bar, select **Applications.**

2. From the Applications menu, select **Application Packet – Center** or **Application Packet – DCH**. The most current year's Application Packet screen displays.

3. Select Modify next to the **Sponsor Application** packet item. The Sponsor Application for the designated program year is displayed.

4. Modify any desired information.

5. Select **Save**. A confirmation screen displays.

6. Select **<Edit** to return to the Sponsor Application screen.

    -OR-

    Select **Finish** to return to the Application Packet screen.

> **TIP:** The Modify option only appears when the Application Packet has not been submitted.   Once an application has been submitted and approved by the State, a revised application must be submitted (i.e., the Revise option is displayed).

To delete a Sponsor application

1. On the blue menu bar, select **Applications.**

2. From the Applications menu, select **Application Packet – Center** or **Application Packet – DCH**. The most current year's Application Packet screen displays.

3. Select Modify next to the **Sponsor Application** packet item. The Sponsor Application for the designated program year is displayed.

4. Select **DELETE** on the Edit menu in the top-right corner.

5. The system transfers you to the bottom of the screen and a warning message is displayed.

6. Select the **Delete** button at the bottom of the page. A confirmation message displays.

> **WARNING**: A Sponsor application can only be deleted if the Sponsor has not yet submitted any claims for the program year.
>
> Once the application has been deleted, it is permanently removed and cannot be restored. Use caution before deleting an application.

To revise a Sponsor application

Note: Only state-approved applications can be revised. Once a Sponsor revises the Sponsor application, the Application Packet must be re-submitted and the state review and approval process starts again.

1. On the blue menu bar, select **Applications.**

2. From the Applications menu, select **Application Packet – Center** or **Application Packet – DCH**. The most current year's Application Packet screen displays.

3. Select Revise next to the **Sponsor Application** packet item. The Sponsor Application for the designated program year is displayed.

4. Modify any desired information.

5. Select **Save**. A confirmation screen displays.

6. Select **<Edit** to return to the Sponsor Application screen you just modified.

   -OR-

   Select **Finish** to return to the Application Packet screen.

   TIP: The Revise option only appears when the previously submitted Application Packet has been approved by the state.

CACFP Centers: Site Application(s)

Sponsors serving as CACFP Centers must complete a Site Application for each of their sites. The Site Application screen provides access to the annual application for the Child and Adult Care Food Program for both new and renewing sites. Applications must be completed annually; however, if an application is contained within the system from the previous year, **the State** has identified select application data that rolls over from the previous year and pre-fills a new year's application.

To access the Sponsor's site list

1. On the blue menu bar, select **Applications.**

2. From the Applications menu, select **Application Packet** - **Center**. (If you have not selected a Sponsor, the Sponsor Search screen displays.) The most current year's Application Packet screen displays for the selected Sponsor.

3. Under Site Applications, select **Site Application(s**). The CACFP - Application Packet Site List displays.

Child & Adult Care Food Program
Application Packet - Site List for 2010 - 2011

00169 Status: Active
QUEEN CITY ISD
DBA: QUEEN CITY SCHOOLS
1234 West Hive Ave
Queen City, TX 48123
County District Code: 034-907
TDA Region: 3

Action	Site #	Site Name	Type	Latest Version	Status
View | Modify | Admin ➡	0104	Queen City HS	OS	Rev. 2	Error (31)
Add Site					

Total Sites Enrolled: 1

< Back

Figure 18: Application Packet – CACFP Site List screen

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1. At the bottom of the site list, select **Add Site.** The Available Site(s) screen displays.

   Note: The sites displayed on this screen are sites that are designated as CACFP sites on the Site Profile screen, but who do not have a site application.

2. If the site you would like to add an application for is listed, select the site. If the site you would like to add an application for is not listed, select **Add New Site.** If selecting 'Add New Site', the 'Quick' Site Profile screen displays.

3. The system automatically defaults the Site ID to the next available ID for this Sponsor. For new sites, this value can be overridden if needed.

   TIP: For most Sponsors, it is highly recommended that you use the Site ID assigned by the system. The system has verified that the assigned ID is unique and is the next available Site ID for the Sponsor.

4. For new sites, enter the Site Name and County.

5. Select **Save.** The Site Application for the new site is displayed.

To view a Site Application

1. On the blue menu bar, select **Applications.**

2. From the Applications menu, select **Application Packet** - **Center**. (If you have not selected a Sponsor, the Sponsor Search screen displays.) The most current year's Application Packet screen displays for the selected Sponsor.

3. Under Site Applications, select **Site Application(s)**. The CACFP - Application Packet Site List displays.

4. Select **View** next to the site whose application you would like to view. The site's Site Application is displayed.

To modify a Site Application

1. On the blue menu bar, select **Applications.**

2. From the Applications menu, select **Application Packet** - **Center**. (If you have not selected a Sponsor, the Sponsor Search screen displays.) The most current year's Application Packet screen displays for the selected Sponsor.

3. Under Site Applications, select **Site Application(s)**. The CACFP - Application Packet Site List displays.

4. Select **Modify** next to the site whose application you would like to view. The Site Application is displayed.

5. Modify any desired information.

6. Select **Save**. A confirmation screen displays.

7. Select **<Edit** to return to the Site Application screen.
   -OR-
   Select **Finish** to return to the CACFP Site List screen.

8. Repeat **Steps** 4 through 7 for each site that will participate in the program.

To delete a Site Application

1. On the blue menu bar, select **Applications.**

2. From the Applications menu, select **Application Packet** - **Center**. (If you have not selected a Sponsor, the Sponsor Search screen displays.) The most current year's Application Packet screen displays for the selected Sponsor.

3. Under Site Applications, select **Site Application(s)**. The CACFP - Application Packet Site List displays.

4. Select **Modify** next to the site whose application you would like to delete. The Site Application is displayed.

5. Select **DELETE** on the Edit menu in the top-right corner.

6. The system transfers you to the bottom of the screen and a warning message is displayed.

7. Select the **Delete** button at the bottom of the page. A confirmation message displays.

WARNING: Only a site application that has not been approved can be deleted. Once the application has been deleted, it is permanently removed and cannot be restored. Use caution before deleting an application.

To revise a Site Application

Note: Only state-approved applications can be revised. An application that has been submitted BUT is currently under review by the State CANNOT be revised.

Once a Sponsor revises a Site Application, the Application Packet must be re-submitted and the state review and approval process starts again. .

1. On the blue menu bar, select **Applications.**

2. From the Applications menu, select **Application Packet** - **Center**. (If you have not selected a Sponsor, the Sponsor Search screen displays.) The most current year's Application Packet screen displays for the selected Sponsor.

3. Under Site Applications, select **Site Application(s)**. The CACFP - Application Packet Site List displays.

4. Select **Revise** next to the site whose application you would like to revise. The Site Application is displayed.

5. Modify any desired information.

6. Select **Save**. A confirmation screen displays.

7. Select **<Edit** to return to the Site Application screen.

   -OR-

   Select **Finish** to return to the CACFP Site List screen.
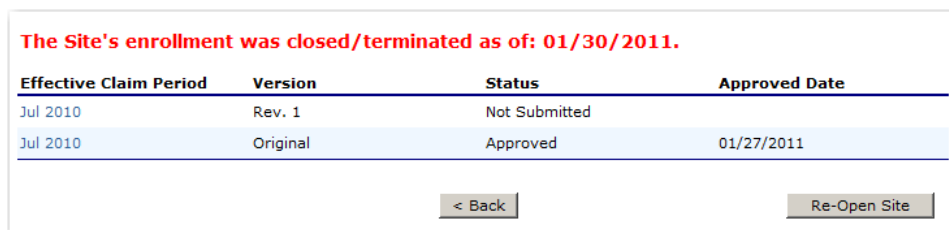
TIP: The Revise option only appears when the previously submitted Application Packet has been approved by the state.

Closing a Site

A site may be closed within the system, whereby applications cannot be submitted for the site.

To close a Site

1. On the blue menu bar, select **Applications.**

2. From the Applications menu, select **Application Packet** - **Center**. (If you have not selected a Sponsor, the Sponsor Search screen displays.) The most current year's Application Packet screen displays for the selected Sponsor.

3. Under Site Applications, select **Site Application(s)**. The CACFP - Application Packet Site List displays.

4. Select the link under the Latest Version column for the desired site. The Application History screen is displayed.

5. Select **Close Site**. The End Site Agreement screen is displayed.

6. Enter the **Closed/Terminated Date**. If the Sponsor is entering site level claims, the Days of Operation fields for this site will edit check with this date to ensure meals aren't claimed after the entered date.

7. Select the **Closed/Terminated Code**.

8. Enter the **Closed/Terminated Reason**.

9. If desired, provide a description as to why the site is being closed in the **Closed/Terminated Comment**.

10. Select **Save**. The Site Application History screen is displayed with a message stating that the site's enrollment is closed.

Effective Claim Period	Version	Status	Approved Date
Jul 2010	Rev. 1	Not Submitted	
Jul 2010	Original	Approved	01/27/2011

The Site's enrollment was closed/terminated as of: 01/30/2011.

< Back   Re-Open Site

Figure 19: Example of a Confirmation of a Closed Site

To re-open a closed Site

1. On the blue menu bar, select **Applications.**

2. From the Applications menu, select **Application Packet** - **Center**. (If you have not selected a Sponsor, the Sponsor Search screen displays.) The most current year's Application Packet screen displays for the selected Sponsor.

3. Under Site Applications, select **Site Application(s**). The CACFP - Application Packet Site List displays.

4. Select the link under the Latest Version column for the desired site. The Site Application History screen is displayed. If accessing Provider Application(s), first select **View** next to the Provider.

5. Select **Re-Open Site** or **Edit Provider Closure**. The End Site Agreement screen is displayed.

6. Delete the **Closed/Terminated Date.**

7. Select the blank space from the drop-down menu for the **Closed/Terminated Code**.

8. Delete the **Closed/Terminated Reason**.

9. Delete the **Closed/Terminated Description**.

10. Once all fields are blank, select **Save**. The Site Application History screen is displayed.

CACFP Day Care Homes: Provider Application(s)

Sponsors must complete a Provider Application for each of their Providers. The Provider Application screen provides access to the annual application for the Child and Adult Care Food Program for both new and renewing Providers. New Provider applications must be completed; however, existing Provider applications are automatically "rolled over" and do not require additional submission if no changes are made. CNIPS will automatically set them to an Approved status upon rollover. If the Sponsor changes a Provider application, it is moved into a Pending Validation status, requiring the State's review and approval.

To access the Sponsor's Provider list

1. On the blue menu bar, select **Applications.**

2. From the Applications menu, select **Application Packet - DCH**. (If you have not selected a Sponsor, the Sponsor Search screen displays.) The most current year's Application Packet screen displays for the selected Sponsor.

3. Under Site Applications, select **Provider Application(s)**. The CACFP - Application Packet DCH Provider List displays.

> **Note:** Selecting a link in the Provider Totals section will limit the list of Providers displayed below. You may also search for a specific Provider by License Number, Provider Name or Alternate Provider ID.

Application Packet - DCH Provider List

```
03320     Status: Active
Day Care Home Foundation
DBA: The Foundation
987 Main Street
Amarillo, TX 75321
County District Code:
TDA Region:
```

Provider Totals

Approved: 8	Unapproved: 0	Total: 8	Closed: 0	Self-Cancelled: 0	Terminated: 0
Applications Pending Approval: 0			Applications with Errors (Inactive): 0		

Provider Search

Show All Providers or Search By: [▾] [   ] [Search]

☐ Include **All** closed Providers

[< Back]   [Add Provider]

Providers: 8

Action	License #	Provider	Tier	Provider Status/ Application Status
Details		Test, Jane 123 Test St. Test, TX 12345	Tier II	Active/ Approved
Details	44456464	jones, Provider 123 Test St. Test, TX 12345	Tier I	Active/ Approved

Figure 20: Application Packet – DCH Provider List screen

To view a Provider Application

1. On the blue menu bar, select **Applications.**

2. From the Applications menu, select **Application Packet** - **DCH**. (If you have not selected a Sponsor, the Sponsor Search screen displays.) The most current year's Application Packet screen displays for the selected Sponsor.

3. Select **Provider Application(s)**. The CACFP - Application Packet DCH Provider List displays.

4. Select **Details** next to the Provider whose application you would like to view.

5. Select **View** next to view the respective version of the application.

To modify a Provider Application

1. On the blue menu bar, select **Applications.**

2. From the Applications menu, select **Application Packet** - **DCH**. (If you have not selected a Sponsor, the Sponsor Search screen displays.) The most current year's Application Packet screen displays for the selected Sponsor.

3. Select **Provider Application(s**). The CACFP - Application Packet DCH Provider List displays.

4. Select **Details** next to the Provider whose application you would like to modify.

5. Select **Modify** next to the Provider whose application you would like to view. The Provider Application is displayed.

6. Modify any desired information.

7. Select **Save**. A confirmation screen displays.

To delete a Provider Application

1. On the blue menu bar, select **Applications.**

2. From the Applications menu, select **Application Packet** - **DCH**. (If you have not selected a Sponsor, the Sponsor Search screen displays.) The most current year's Application Packet screen displays for the selected Sponsor.

3. Select **Provider Application(s**). The CACFP - Application Packet DCH Provider List displays.

4. Select **Details** next to the Provider whose application you would like to delete.

5. Select the **Modify** link for the desired application version. The Provider Application is displayed.

6. Select **DELETE** on the Edit menu in the top-right corner.

7. The system transfers you to the bottom of the screen and a warning message is displayed.

8. Select the **Delete** button at the bottom of the page. A confirmation message displays.

WARNING: Only a Provider application that has not been approved can be deleted. Once the application has been deleted, it is permanently removed and cannot be restored. Use caution before deleting an application.

To revise a Provider Application

Note: Only state-approved applications can be revised. An application that has been submitted BUT is currently under review by the State CANNOT be revised.

The Application Packet does not need to be re-submitted for review and approval if a Sponsor revises a Provider Application.

1. On the blue menu bar, select **Applications.**

2. From the Applications menu, select **Application Packet** - **DCH**. (If you have not selected a Sponsor, the Sponsor Search screen displays.) The most current year's Application Packet screen displays for the selected Sponsor.

3. Select **Provider Application(s)**. The CACFP - Application Packet DCH Provider List displays.

4. Select **Details** next to the Provider whose application you would like to revise.

5. Select the **Revise** link for the desired application version. The Provider Application is displayed.

6. Modify any desired information.

7. Select **Save**. A confirmation screen displays.

> **TIP:** The Revise option only appears when the previously submitted Application Packet has been approved by the state.

Closing a Provider

A Provider may be closed within the system, whereby applications cannot be submitted for the Provider.

To close a Provider

1. On the blue menu bar, select **Applications.**

2. From the Applications menu, select **Application Packet** - **DCH**. (If you have not selected a Sponsor, the Sponsor Search screen displays.) The most current year's Application Packet screen displays for the selected Sponsor.

3. Select **Provider Application(s)**. The CACFP - Application Packet DCH Provider List displays.

4. Select **Details** next to the Provider you would like to close.

5. Select **Close Provider**. The End Site Agreement screen is displayed.

6. Enter the **Closed/Terminated Date**. If the Sponsor is entering site level claims, the Days of Operation fields for this site will edit check with this date to ensure meals aren't claimed after the entered date.

7. Select the **Closed/Terminated Code**.

8. Enter the **Closed/Terminated Reason**.

9. If desired, provide a description as to why the site is being closed in the **Comment(s)**.

10. Select **Save**. The Site Application History screen is displayed with a message stating that the site's enrollment is closed.

Figure 21: Example of a Confirmation of a Closed Provider

To re-open a closed Provider

1. On the blue menu bar, select **Applications.**

2. From the Applications menu, select **Application Packet** - **DCH**. (If you have not selected a Sponsor, the Sponsor Search screen displays.) The most current year's Application Packet screen displays for the selected Sponsor.

3. Select **Provider Application(s**). The CACFP - Application Packet DCH Provider List displays.

4. Select **Details** next to the Provider you would like to close.

5. Select **Edit Provider Closure**. The End Site Agreement screen is displayed.

6. Delete the **Closed/Terminated Date.**

7. Select the blank space from the drop-down menu for the **Closed/Terminated Code**.

8. Delete the **Closed/Terminated Reason**.

9. Delete the **Closed/Terminated Description**.

   Once all fields are blank, select **Save**. The Provider Application Effective Dates screen is displayed.

Board of Directors

The Board of Directors Member List details all board members associated with the Center or Day Care Home. This form must be completed as part of the Application Packet. There is no variance between a Board of Directors screen for a Center or a Day Care Home.

To add a Board of Directors list

1. On the blue menu bar, select **Applications.**

2. From the Applications menu, select **Application Packet – Centers** or **Application Packet – DCH**. The current year's Application Packet screen displays.

3. Select **Add** for the Board of Directors.

4. Select **Add Member**. The Board of Directors – Member Information screen displays.

5. Complete the Board Member Information.

6. Select **Save.**

7. Select **Finish** to return to the Board of Directors Member List.

Figure 22: Board of Directors – Member Information

To view or modify the Board of Directors

1. On the blue menu bar, select **Applications.**

2. From the Applications menu, select **Application Packet – Centers** or **Application Packet – DCH**. The current year's Application Packet screen displays.

3. Select **Details** for the Board of Directors Board Member List.

Action	Name	Board Position	Phone
View | Modify	Jane Doe 123 Main Street Louisville, KY 57889 DOB: 05/15/1968	Chairman of the Board	(505) 889-5566
Internal Use Only			
☐ Reviewed			

Figure 23: Board of Directors Member List screen

4. Select **View** or **Modify** to access Board of Directors – Member Information.
5. Modify any desired information.
6. Select **Save.**
7. Select **Finish** to return to the Board of Directors Member List.

To add a member to the Board of Directors

1. On the blue menu bar, select **Applications.**

2. From the Applications menu, select **Application Packet – Centers** or **Application Packet – DCH**. The current year's Application Packet screen displays.

3. Select **Details** for Board of Directors Board Member List.
4. Select **Add Member**.
5. Complete the Board of Directors – Member Information screen.
6. Select **Save.**

To delete a member from the Board of Directors

1. On the blue menu bar, select **Applications.**

2. From the Applications menu, select **Application Packet – Centers** or **Application Packet – DCH**. The current year's Application Packet screen displays.

3. Select **Details** for Board of Directors Board Member List.

4. Select **Modify** for the member you wish to delete.

5. Select **Delete** in the top-right corner.

6. Select **Delete** at the bottom of the screen to confirm**.**

Budget Detail

The Budget Detail screen must be completed by all Center and Day Care Home Sponsors. The budget screen varies depending if the budget is for a Center or for a Day Care Home. The system will not allow an Application Packet to be submitted without an error-free Budget. Once a Budget is approved, a revision (i.e., a new version) must be created.

To access the Budget Detail

1. On the blue menu bar, select **Applications.** The Applications menu screen displays.

2. From the Applications menu, select **Application Packet – Centers** or **Application Packet – DCH**. The current year's Application Packet screen displays.

3. Select **View** next to **Budget Detail**. The most current Budget Detail screen displays.

   Note: If there are multiple versions of a budget within the system (i.e., revisions exist), the system defaults to the most current version.

To add a Budget

1. On the blue menu bar, select **Applications.** The Applications menu screen displays.

2. From the Applications menu, select **Application Packet – Centers** or **Application Packet – DCH**. The current year's Application Packet screen displays.

3. Select **Add** next to **Budget Detail**. A blank Budget Detail screen displays.

4. Complete the form.

5. Select **Save**. A confirmation screen displays.

6. Select **<Edit** to return to the Budget Detail screen.

   -OR-

   Select **Finish** to return to the Application Packet screen.

To view a Budget

1. On the blue menu bar, select **Applications.**

2. From the Applications menu, select **Application Packet – Centers** or **Application Packet – DCH**. The current year's Application Packet screen displays.

3. To view the most current Budget Detail, select **View** next to Sponsor Budget Detail. The Budget Detail screen displays.

   –OR-

   To view a prior Budget Detail, select the revision link under the **Latest Version** column. The Sponsor Budget History for the designated program year is displayed.

Version	Status	Approved Date
Revision 1	Pending Validation	
Original	Approved	04/21/2011

   Figure 24: Sponsor Budget History screen

4. Select the budget version you would like to view.

To modify a Budget

1. On the blue menu bar, select **Applications.** The Applications menu screen displays.

2. From the Applications menu, select **Application Packet – Centers** or **Application Packet – DCH**. The current year's Application Packet screen displays.

3. Select **Modify** next to **Budget Detail**. The Budget Detail screen displays with the most current, un-submitted budget data.

4. Modify any desired information.

5. Select **Save**. A confirmation screen displays.

6. Select **<Edit** to return to the Budget Detail screen.

   -OR-

   Select **Finish** to return to the Application Packet screen.

To revise a Budget

1. On the blue menu bar, select **Applications.** The Applications menu screen displays.

2. From the Applications menu, select **Application Packet – Centers** or **Application Packet – DCH**. The current year's Application Packet screen displays.

3. Select **Revise** next to **Budget Detail**. The Budget Detail screen displays with the most current budget data.

4. Modify any desired information.

5. Select **Save**. A confirmation screen displays.

6. Select **<Edit** to return to the Budget Detail screen.

   -OR-

   Select **Finish** to return to the Application Packet screen.

> **TIP:** When creating a revision, the system maintains the previously-approved budget that can be accessed via the Sponsor Budget History screen.

To review a Budget Detail

1. On the blue menu bar, select **Applications.** The Applications menu screen displays.

2. From the Applications menu, select **Application Packet – Centers** or **Application Packet – DCH**. The current year's Application Packet screen displays.

3. Select **Admin** next to **Budget Detail**. The Budget Detail screen displays.

4. Review the budget information submitted.

5. Enter information in the Internal Use Only section.

6. Select **Save Internal Use Only.** A confirmation screen displays.

7. Select **<Edit** to return to the Budget Detail screen.

   -OR-

   Select **Finish** to return to the Application Packet screen.

To delete a Budget

1. On the blue menu bar, select **Applications.** The Applications menu screen displays.

2. From the Applications menu, select **Application Packet – Centers** or **Application Packet – DCH**. The current year's Application Packet screen displays.

3. Select **Modify** next to **Budget Detail**. The Budget Detail screen displays.

4. Select **Delete** in the top-right corner.

5. Select **Delete** at the bottom of the screen to confirm.

Checklist

A checklist is automatically generated based upon answers to specific questions from the Sponsor and site applications. The checklist identifies supplemental documents that need to be submitted to the state. The Checklist feature allows Sponsors to keep track of documents and their dates of submission. State users use this feature to identify when documents have been received and to denote the status of the documents.

To access a Checklist

1. On the blue menu bar, select **Applications.** The Applications menu screen displays.

2. From the Applications menu, select **Application Packet – Centers** or **Application Packet – DCH**. The current year's Application Packet screen displays.

3. Select **Details** for the Checklist. The Checklist Summary screen displays.

Sponsor	Total Items	Submitted Items	Approved Items
Ashland Independent	3	3	0
Child & Adult Care Food Program Sites	**Total Items**	**Submitted Items**	**Approved Items**
AISD Head Start Preschool Ctr	0	0	0
South Ashland Family Resource	0	0	0

Figure 25: Checklist Summary screen

To view a Checklist

1. On the blue menu bar, select **Applications.** The Applications menu screen displays.

2. From the Applications menu, select **Application Packet – Centers** or **Application Packet – DCH**. The current year's Application Packet screen displays.

3. Select **Details** for the Checklist. The Checklist Summary screen displays.

4. Select the Sponsor or Site/Provider whose checklist you wish to view. The Checklist screen displays.

Note: Only Sponsors and sites who have completed their applications and who have additional required documents will have a checklist. Checklist items are generated based on SCN business rules associated with the respective Sponsor or Site Application data.

Required Forms/Documents to send to SCN		Document Submitted to SCN	Date Submitted to SCN	Document on File w/SCN	Status	Status Date	Last Updated By
Statement of Authority	📎	☐		☐	Pending Approval	07/25/2012	lpullin
Food Service Contract		☐		☐	Pending Approval	07/25/2012	lpullin
Management Plan	📎	☐		☐	Pending Approval	07/25/2012	lpullin

Figure 26: Checklist screen

To update a Checklist

1. On the blue menu bar, select **Applications.** The Applications menu screen displays.

2. From the Applications menu, select **Application Packet – Centers** or **Application Packet – DCH**. The current year's Application Packet screen displays.

3. Select **Details** for the Checklist. The Checklist Summary screen displays.

4. Select the Sponsor or Site/Provider whose checklist you wish to update. The Checklist screen displays.

5. Identify whether the document has been submitted and the submission date. The Date Submitted to SCN field automatically defaults to the system date. This can be changed by the user. A checklist is not considered complete until all checklist items are identified as having been submitted to SCN.

6. Select **Save**. The Checklist Summary screen displays.

To upload a Checklist item

Note: If the checklist item has a paper clip icon next to it, you can upload an attachment. Files in the following formats can be uploaded: .doc, .xls, .pdf, and .jpg.

1. Select the paper clip. The Checklist File Upload Details screen displays.

2. Use the **Browse** button to select the file to upload. If desired, enter a brief comment (field is not required).

3. Select **Save**.

Figure 27: Checklist File Upload Detail screen

Sponsor Application Packet – Main Screen

Now that we have the basic navigation steps covered, this section explains what information should be submitted in the application packet for Child Care Centers.

Shown above is the main application packet screen. The table below provides more information on the above screen items.

Action	
View	Select this to **read** any of the information
Modify	Click to **change** any data on the forms
Details	Select this to **read** any of the information
Form Name	
Red Arrow	Attention is needed
Green Checkmark	Item is ready for submission
Latest Version	
Original	The first version of the form
Rev. X	Subsequent versions of the form
Status	
Not Submitted	The packet has a status of "Not Submitted" when the packet is created for the first time or when any of the packet items are created, revised, or modified, but the Application Packet has not been submitted to the State.
Pending **Pending Approval**	Both "Pending" and "Pending Approval" with a green checkmark note items that are ready for the State's review.

Sponsor Application

```
10268     Status: Active
The Oak Tree Day School and Child Care Center
DBA:
110 Shady Lane
Lexington, KY 40503
Type of Agency: For Profit Organization
Agreement Type: Sponsor of Affiliated Sites
```

✓ The Type of Agency and Agreement Type information is taken from the Sponsor profile. Contact your Consultant with any corrections. The address information is keyed in by the sponsor.

Sponsor Description

FEIN	Type of Agency	Type of CACFP - Centers Organization
99-9999999	For Profit Organization	Sponsor of Affiliated Sites

1. Are all of your organization's CACFP participating sites located in the same building? ◉ Yes ○ No

2. Does your organization operate the CACFP in any other state(s)? ○ Yes ◉ No

   Name(s) of State(s): [   ]

Addresses

Physical Address

3. Address Line 1: 110 Shady Lane

   Address Line 2: [   ]

4. City: Lexington

5. State: KY   Zip: 40503

6. County: FAYETTE COUNTY (034) ▼

✓ Enter in the physical location of the sponsoring organization. No PO boxes or other type information should be entered here.

Mailing Address

☐ Mailing Address is the same as the Physical Address

7. Address Line 1: 100 Oak Lane

   Address Line 2: [   ]

8. City: Lexington

9. State: KY   Zip: 40503

✓ Enter in the mailing address where all SCN correspondence should be sent to. Generally, the county designation should be the same as the physical address. Please use postal service standards when completing the address information.

Contacts

Program Contact

The Program Contact must be an individual who has been authorized to act on behalf of the Sponsor by agreeing to and signing the Statement of Authority.

		Salutation	First Name	Last Name
10.	Name:	Mrs.	Sandy	Pickler
11.	Email Address:	theoaktreedayschool@yahoo.com		
12.	Facility Phone:	(202) 555-1111	Ext: 1	Fax: (202) 555-1112
13.	Cell/Alt Phone:	(202) 330-2211		
14.	Title:	Director		

✓ Enter in a contact at the sponsoring organization that is the primary contact.

Executive Director/Owner

☐ Executive Director/Owner is the same as the Program Contact

		Salutation	First Name	Last Name
15.	Name:	Mr.	Harold	Lawson
16.	Email Address:	theoaktreedayschool@yahoo.com		
17.	Facility Phone:	(202) 555-1111	Ext: 311	Fax: (202) 555-1112
18.	Cell/Alt Phone:	(202) 566-2229		
19.	Title:	Ownder		

✓ Enter in the Director/Owner of the sponsoring organization.

Claim Preparer

☐ Claim Preparer is the same as the Program Contact

		Salutation	First Name	Last Name
20.	Name:	Mrs.	Sandy	Pickler
21.	Email Address:	theoaktreedayschool@yahoo.com		
22.	Facility Phone:	(202) 555-1111	Ext: 1	Fax: (202) 555-1112
23.	Cell/Alt Phone:	(202) 330-2211		
24.	Title:	Director		

✓ Enter in the Claim Preparer of the sponsoring organization. All emails regarding claims preparation and filing –as well as all CNIPS email notifications on a successful claim submission - shall be sent to this person.

Authorized Individual

An Authorized Individual is an individual who has been authorized to act on behalf of the Sponsor by agreeing to and signing the Statement of Authority.

☐ Authorized Individual is the same as the Program Contact

		Salutation	First Name	Last Name
25.	Name:	Mrs. ▾	Sandy	Pickler

26. Email Address: 🖼 theoaktreedayschool@yahoo.com

27. Facility Phone: (202) 555-1111   Ext: 1   Fax: (202) 555-1112

28. Cell/Alt Phone: (202) 330-2211

29. Title: Director

✓ The Authorized Individual is the secondary contact for the sponsoring organization.

General

30. Does the Sponsor have less than three years of Administrative and Financial History?   ⦾ Yes   ◉ No

Certification

31. Federal regulations require an agency to certify information regarding past business participation and criminal background. Please answer the following questions:

1. Has the agency or any of the agency's principals participated in any publicly funded programs within the past seven years?   ◉ Yes   ⦾ No

   NOTE: Principal means any individual who holds a management position within or is an officer of the Sponsor, including all members of the Sponsors board of directors.

   Publicly funded means money that is received from a local, state, or federal governmental agency.

   If yes, as part of your management plan, submit a listing of the publicly funded programs in which the Sponsor and its principals have participated in the past seven years and currently participate in.

2. Within the past seven years, has the Sponsor or any principals been declared ineligible to participate in any other publicly funded programs for violating program requirements?   ⦾ Yes   ◉ No

   If yes, answer question #3.

3. Were the violations corrected and eligibility restored, including payments of debts owed?   ⦾ Yes   ⦾ No

   If yes, as part of your management plan, submit documentation of reinstatement, including proof of payment of debts owed, if applicable.
   If no, as part of your management plan, attach a detailed explanation.

4. Has the Sponsor or any of the Sponsor's principals been convicted of any activity that occurred within the past seven years that indicated a lack of business integrity?   ⦾ Yes   ◉ No

   NOTE: A lack of business integrity includes fraud, antitrust violations, embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, receiving stolen property, making false claims, and obstruction of justice.

   If yes, as part of your management plan, attach a detailed explanation.

✓ Answer all the question items. Submit any necessary documentation as part of the management plan.

Note: Answer question #3 only if question #2 is 'Yes'.

Board Member Information

1. Board Member Type: Chairman of the Board
2. Length of Time on Board: 5 years
3. Expiration Date: 8 / 2015 (mm/yyyy)

	Salutation	First Name	Last Name
4. Name:	Mr.	Harold	Lawson

5. Date of Birth: 11/07/1956 (mm/dd/yyyy)
6. Email Address: theoaktreedayschool@yahoo.com
7. Phone: (502) 555-1212   Ext: 1   Fax: (502) 555-1212
8. Occupation: Owner
9. Current Employer: Orchard Enterprises

Home Address

10. Address Line 1: 2020 Sherman Ave
11. Address Line 2:
12. City: Lexington
13. State: KY   Zip: 40502

14. Is this member related to other board members or staff of this organization?   ◉ Yes   ○ No

   If **Yes**, please specify Name and Position held: Ellyn Smith, Director

- ✓ **Non-Profit Centers:** Enter in the board member information for your sponsoring organization.
- ✓ **For-Profit Centers:** Enter in the Owner as the Chairman of the Board. At least one board member must be noted for the application packet to be submitted.

Sponsor Budget

Sponsor Complete
This Column

A. ANTICIPATED ANNUAL CACFP REIMBURSEMENT

	Number of sites anticipated for sponsorship	1
1.	Projected Total Annual Revenue	$ 100,000.00

✓ Enter in the total CACFP reimbursement amount received from SCN last year.

B. OPERATING EXPENSES

1.	Total Labor Costs (Salaries, Wages, Taxes and Benefits)	$ 50,000.00
2.	Total Food Expenses	$ 50,000.00
3.	Supplies and Equipment	$ 3,000.00
4.	Other	$ 0.00
	Total Operating Costs	$103,000.00

✓ Enter in the total estimate of Labor, Food, Supplies and any other expenses on a <u>yearly</u> basis. You can use last year's actual costs to obtain your estimate. **Note:** Do <u>not</u> report a single month's expenses here.

C. NET OPERATING AMOUNT

1.	Difference (A-B)	$-3,000.00

✓ This amount should be **negative!** You must always spend more than you receive in reimbursement.

D. ADMINISTRATIVE EXPENSES

1.	Administrative Costs	$ 0.00
2.	Other	$ 0.00
	Total Administrative Costs	$0.00

NOTE: May not exceed 15% of A.1.

✓ Most sponsors will report "0" in the administrative expenses.
✓ Ignore the 'Other' box.

E. SUMMARY

1.	Total Expenses (Operating and Administrative)	$103,000.00
2.	Total Anticipated Annual CACFP Reimbursement	$ 100,000.00

✓ Enter the amount of reimbursement you expect next year from SCN; this amount should match A1 above – Projected Total Annual Revenue

Document Attachments

Sponsors must account for the cost of operating a nonprofit food service.
Attach a detailed budget itemizing each cost item.

Sponsors are required to disclose and identify any financial information that inhibits the State from making an informed assessment of the allowability of a particular cost. If you have any expenses that require disclosure, attach a detailed explanation.

Actions	Notes		Version	Uploaded By
Add an attachment				

✓ Instructions to upload/download documents are in the CNIPS CACFP PowerPoint Reference Manual provided at the CNIPS training in the summer of 2012.

Note: You will fill this in **only** if the State requests that you do so.

Checklist

> **Click on the hyperlink to download the form.**

Required Forms/Documents to send to SCN		Submitted to SCN	Submitted to SCN	Document on File w/SCN	Status	Status Date	Last Updated By
Statement of Authority	🔗	☑	07/02/2012	☐	Pending Approval	07/02/2012	bblunt
Management Plan	🔗	☑	07/02/2012	☐	Approved	07/02/2012	cwillmarth

Action	Checklist Item	Comment	Attachment Date/Time
View | Modify	Management Plan		7/2/2012 3:25:18 PM
View | Modify	Management Plan		6/27/2012 11:07:51 AM

✓ Click on the hyperlink (the text in blue) to download the form. The forms shall open up in Microsoft Word.

IMPORTANT! All items **must** have a checkmark and date next to them

Site Application

Child & Adult Care Food Program
Site Application for 2010 - 2011

10268 Status: Active	0001 Status: Active
The Oak Tree Day School and Child Care Center	**THE OAK TREE DAY SCHOOL AND CHILD CARE**
DBA:	**CENTER**
110 Shady Lane	111 Oak Lane
Lexington, KY 40503	Lexington, KY 40503
Type of Agency: For Profit Organization	
Agreement Type: Sponsor of Affiliated Sites	

Version: Rev. 1

✓ The name of the site is taken from the site profile: notify your Consultant if it is incorrect. The address information is keyed in by the sponsor.

License / Registration Information

A1. Site Type:

    Adult Care Center ☐

    Child Care Center

        Child Care ☑   Outside School Hours ☐   Emergency Shelter ☐

        Head Start ☐ At-Risk Afterschool Care Center ☐

A2. Tax Status: For-profit ▾

    If Other, please explain: [   ]

A3. License Number: 11111

A4. License Effective Date: 06/09/2012

A5. License Expiration Date: 06/09/2018

A6. License Capacity: 45

A7. Age Range of Participants: From: 0 ▾ Yrs 2 ▾ Mos To: 12 ▾ Yrs 11 ▾ Mos

A8. Do you provide child care for infants under 12 months old?   ◉ Yes ◯ No

✓ Enter the information for your site.

Physical Address

A9. Address Line 1:   111 Oak Lane

    Address Line 2:   [   ]

A10. City: Lexington

A11. State: KY   Zip: 40503

A12. County: FAYETTE COUNTY (034) ▾

✓ Enter in the physical location of the sponsoring organization. No PO boxes or other type information should be entered here.

Mailing Address

☐ Mailing Address is the same as the Physical Address

A13. Address Line 1: 111 Oak Lane

Address Line 2:

A14. City: Lexington

A15. State: KY **Zip:** 40503

✓ Enter in the mailing address where all SCN correspondence should be sent to. Generally, the county designation should be the same as the physical address. Please use postal service standards when completing the address information.

Directions

A16. Enter driving directions to your site from Frankfort, KY:

> Take I-64 East to exit 115 (Newtown Pike). Turn right onto Newtown Pike. Stay on Newtown Pike until you come to New Circle Road, etc., etc.

✓ *(Optional)* Enter in driving directions from Frankfort to your site. Note any special instructions of your site building/location if that would be beneficial to locating your sponsor site (e.g., located in church basement).

Center Information

A17. Affiliation: ⦿ Affiliated ○ Unaffiliated

Affiliated means the sites are part of the Sponsor organization.
Unaffiliated means the sites are not part of the Sponsor organization.

A18. Unaffiliated site will make meal counts and menu records available to the Sponsor by the following date of each month:

A19. Has this site previously participated in the CACFP under a sponsoring organization? ○ Yes ⦿ No

If yes, provide previous Sponsor's name, FEIN, and participating dates:

A20. Date of Pre-Approval visit: 06/09/2011

Click on the calendar icon to view an interactive calendar

✓ Currently, all CACFP sites are affiliated.

✓ **Unaffiliated Sites ONLY:** Answer question A18.

✓ Pre-Approval Visit: Enter in the date of your first claim with CACFP (e.g., 11/1/1998).

Center Contact - Person in charge of this center on a daily basis

		Salutation	First Name	Last Name
B1.	Name:	Mrs. ▼	Cyndi	Willmarth

B2. Email Address: somewhere@yahoo.com

B3. Facility Phone: (502) 555-1212   Ext: Fax:

B4. Cell/Alt Phone: (502) 555-1213

B5. Title: Assistant Director

✓ Enter in the contact information for the site. A cell phone number is valuable in the event the contact person cannot be reached by the land line.

Schedule

C1. A. Months of Operation
(Check all that apply)

All: ☐   Jan: ☑   Feb: ☑   Mar: ☑   Apr: ☑   May: ☑   Jun: ☑
Jul: ☑   Aug: ☑   Sep: ☑   Oct: ☑   Nov: ☑   Dec: ☑

B. Days of Operation
(Check all that apply)

Mon-Fri: ☐
Mon: ☑   Tue: ☑   Wed: ☑   Thu: ☑   Fri: ☑   Sat: ☐   Sun: ☐

✓ Enter in the months and days of operation.

Regular Schedule

C2. Normal Hours of Operations: Time Open: | 6 AM ▼ | :00 ▼ | Time Close: | 6 PM ▼ | :00 ▼ |

C3. Regular Meals

Meals	Typical Shift				School Age Shift (Optional)			
	Start Time		End Time		Start Time		End Time	
☑ Breakfast	8 AM ▼	:00 ▼	9 AM ▼	:00 ▼	7 AM ▼	:00 ▼	8 AM ▼	:00 ▼
☐ AM Snack	▼	:00 ▼	▼	:00 ▼	▼	:00 ▼	▼	:00 ▼
☑ Lunch	12 Noon ▼	:00 ▼	1 PM ▼	:00 ▼	▼	:00 ▼	▼	:00 ▼
☑ PM Snack	3 PM ▼	:00 ▼	4 PM ▼	:00 ▼	5 PM ▼	:00 ▼	6 PM ▼	:00 ▼
☐ Supper	▼	:00 ▼	▼	:00 ▼	▼	:00 ▼	▼	:00 ▼
☐ Late Night Snack	▼	:00 ▼	▼	:00 ▼	▼	:00 ▼	▼	:00 ▼

C4. At-Risk Meals

Meals	Typical Shift				School Age Shift (Optional)			
	Start Time		End Time		Start Time		End Time	
☐ Breakfast	▼	:00 ▼	▼	:00 ▼	▼	:00 ▼	▼	:00 ▼
☐ Snack	▼	:00 ▼	▼	:00 ▼	▼	:00 ▼	▼	:00 ▼
☐ Lunch	▼	:00 ▼	▼	:00 ▼	▼	:00 ▼	▼	:00 ▼
☐ Supper	▼	:00 ▼	▼	:00 ▼	▼	:00 ▼	▼	:00 ▼

Weekend Schedule

C5. Weekend Hours of Operations: Time Open: | ▼ | :00 ▼ | Time Close: | ▼ | :00 ▼ |

C6. Additional Sponsor notes related to Meal Service:

[text box]

✓ Enter in the schedule. Be careful to select AM or PM where appropriate.

Food Service

C7. How are meals prepared?
☑ Prepared on site
☐ Prepared at Central Facility and Delivered
☐ Contracted with a Public School
☐ Purchased from a food service vendor
☐ Other

If Other, please explain: [_____]

C8. How are meals served?
☑ Unit (Individual Meals)
☐ Family

C9. Check all meals that are purchased through a food service vendor: ☐ Breakfast   ☐ Lunch   ☐ Supper   ☐ Snacks

C10. Do you have a food service contract?   ○ Yes   ○ No

C11. Name of Food Service Vendor: [_____]

C12. Contract Period: From: [_____]   To: [_____]

✓ Enter in the appropriate information.
✓ If you purchase food from a food service vendor then you will have an additional checklist item to complete.

Adult Care Centers Only

C13. Which meal types does offer vs. serve apply? ☐ Breakfast ☐ Lunch ☐ Supper ☐ None

> **Adult Day Care Centers Only**: Please answer this question.

Participants

D1. Number of enrolled participants in each income eligibility category:

A. Free Category:	10
B. Reduced-Price Category:	10
C. Paid Category:	30
D. Total Enrolled:	50

   ✓ Enter this information based on the most recent claim.

Signature Date

E1. If Site is Unaffiliated, enter Signature Date of Site Representative from Site Application:

E2. If Site is Unaffiliated, enter Signature Date of Sponsor Representative from Site Application:

E3. If Site is Unaffiliated, enter Signature Date of Site Representative from Permanent Agreement with Sponsoring Organization:

E4. If Site is Unaffiliated, enter Signature Date of Sponsor Representative from Permanent Agreement with Sponsoring Organization:

   ✓ Ignore this; unaffiliated sites only.

Certification

☐ I hereby certify that neither the Sponsor nor its principals/authorized representatives is presently debarred, suspended, proposed for debarment, declared ineligible, disqualified, or voluntarily excluded from participation in this transaction by any Federal/State department or agency.

I certify under penalty of perjury that the information on these application forms is true and correct, and that I will immediately report to the State any changes that occur to the information submitted. I understand that this information is being given in connection with receipt of federal funds. The State may verify information; and the deliberate misrepresentation of information will subject me to prosecution under applicable federal and state criminal statutes.

On behalf of the Sponsor, I hereby agree to comply with all state and federal laws and regulations governing the Child Nutrition Programs administered by the State. In accordance with Federal law and U.S. Department of Agriculture policy, this Sponsor does not discriminate on the basis of race, color, national origin, sex, age or disability. I will ensure that all monthly claims for reimbursement are true and correct and that records are available to support these claims.

Please carefully read and check the checkbox.

Look for the GREEN Checkmarks!

Action	Form Name	Latest Version	Status
View | Modify	✔ Sponsor Application	Rev. 1	Not Submitted
Details	✔ Board of Directors	Rev. 1	Pending
View | Modify	✔ Sponsor Budget Detail	Rev. 1	Pending Approval
Details	✔ Checklist (7)		

	Approved	Pending	Return for Correction	Denied	Withdrawn/ Closed	Error	Total Applications
Site Application(s)	0	1	0	0	0	0	1

< Back   Submit for Approval

Sponsor Checklist

✓ Have you completed all the application packet items (as noted by a green checklist next to each for the sponsor application)?

✓ For your site applications, do you have all of them with an "Pending" status (that is, the total number of "Pending" equals "Total Applications"?

✓ Have you completed and signed all your checklist items (as noted by a green checkmark)?

Click the **Submit for Approval** button when all information has been completed.

The Packet Status shall go to 'Submitted for Approval'

Actual Cost Quarterly Report (ACQR)

Sponsors submit their quarterly actual costs through the Actual Cost Quarterly Report (ACQR) screen.

Training on completing the ACQR shall be provided at a later time with detailed instructions provided on its completion.

Download Forms

The Download Forms function allows users to view, download and/or print all forms and documents made available on the site by the State.

To access Download Forms

1. On the blue menu bar, select **Applications**. The Applications menu screen displays.

2. On the menu, select **Download Forms**. The Download Forms screen displays.

To download or view a form

1. On the blue menu bar, select **Applications**. The Applications menu screen displays.

2. On the menu, select **Download Forms**. The Download Forms screen displays a list of all available forms.

3. Select the Form ID of the form you wish to download. If the form is a document, a gray dialog box appears.

4. Select **Open** to view the form.
   - OR -
   Select **Save** to save the form to your computer.

   Note: The software application associated with the form will initiate the opening of the form. For example, if the form is a Microsoft Word document, Microsoft Word on your desktop will initiate the opening of the form. This is also true with Microsoft Excel or Adobe Acrobat forms.

5. Select the **<Back** button to return to the previous screen.

Download Forms

Form ID	Description	Last Modified	New Sponsor?
KY FDCH-1	DCH Management Plan	07/30/2012	Y
KY FDCH-2	Statement of Authority Form	07/30/2012	Y
KY FSC-1	CACFP Food Service Contract	07/13/2012	N
KY MGMT-1	FY 2013 Management Plan	07/13/2012	Y
KY SOA-1	Statement of Authority Form	07/13/2012	Y

Figure 28: Download Forms screen (partial screen)

TIP: The New Sponsor? column indicates whether the form is required for submission by Sponsors new to the Child and Adult Care Food Program.

4

Claims

The CNIPS Claims component allows Sponsors to submit monthly online reimbursement claim requests to the State, review claim rates, and review historical payment summaries.

About the Claims Process

A Sponsor submits a reimbursement claim to the State for every month in which one or more sites participates in the School Nutrition Programs. Sponsors may enter Sponsor and site information into the monthly claim form beginning at the first of every month. Sponsors have fifteen days from the last day of the claim month/year to submit an original claim

Note: CACFP sponsors shall begin submitting claims in CNIPS effective November 1. Training will be provided on this in October with detailed instructions shared on how to submit your claim.

Security

System-authenticated users (i.e., users that are logged on) may change their password through the Change Password feature.
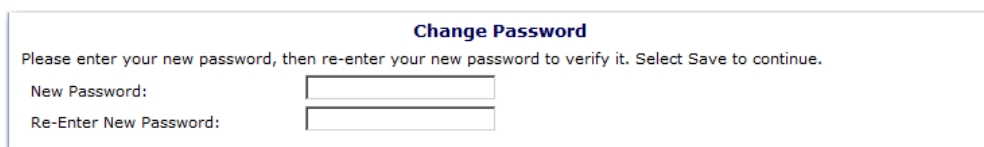
Security menu

The Security menu option within the School Nutrition Programs module is the access point to the Change Password and User Manager functions.

To access the Security menu

1. Select **Security** on the blue menu bar at the top of the page.
   The Security menu displays.

2. Select a security item to access that security function.

To access Change Password

1. On the blue menu bar, select **Security**.

2. On the Security menu, select **Change Password.** The Change Password screen displays.

3. Enter your **New Password**.

4. Re-Enter your New Password.

5. Select **Save**. A confirmation message displays.

6. Select **<Edit** to return to the Change Password screen you just modified.
   -OR-
   Select **Finish** to return to the Security menu.

Change Password

Please enter your new password, then re-enter your new password to verify it. Select Save to continue.

New Password: _____

Re-Enter New Password: _____

Figure 29: Change Password screen

Note: Security configuration settings require a password ten (10) to twelve (12) characters in length. Please note that the password must be at <u>least</u> ten (10) characters in length. The password must contain at least one number, one letter, and one special character (e.g., !, ?, /). Passwords are case sensitive.

Application Packet Process

6

This section of the manual provides information on how the State can review and approve CACFP Application Packets through CNIPS.

Note: For security purposes, users can only view Sponsors to whom they are associated.

Submitting a CACFP Application Packet

All new enrollment or renewal enrollment applications are initially created with a status of "Pending Validation". Once the Application has been saved, the systems validates the business rules and the application's status is set by the system to either "Error" (if any errors exist) or "Not Submitted" (no errors, but the Application Packet has not been submitted).

Only complete Application Packets that have no errors can be submitted to the State. To submit a completed Application Packet, the Sponsor would select the **Submit for Approval** button. This simulates sending a completed Application Packet in the mail. Application items are placed in a view-only mode for the Sponsor.

An Application Packet can be submitted to the State (i.e., the **Submit for Approval** button is enabled) only if the following conditions have been met:

- The Sponsor Application must contain no errors.
- At least <u>one</u> Site or Provider Application must exist and contain no errors.
- A Board of Directors Members List must exist and contain no errors.
- A Budget must exist and contain no errors.
- All items in the Checklist must be submitted (submitted checkbox checked and date submitted is entered).
- The Sponsor is not closed.

Once the Sponsor has submitted the Application Packet, the State will review each item in the submitted Application Packet. The State may approve each application item, deny an application item, or return the application item and its respective Application Packet back to the Sponsor for correction.
If the Application Packet is denied or returned to the Sponsor for correction, the State will provide comments within the respective Application Packet item as to why the application was denied or what needs to be corrected in order to re-submit the Application Packet.

Application Packet Statuses

Statuses are used to manage the workflow of the Application Packet. Each packet can have only one status at a time.

o Not Submitted

- The packet has a status of "Not Submitted" when the packet is created for the first time or when any of the packet items are created, revised, or modified, but the Application Packet has not been submitted to the State.

o Submitted

- The packet has a status of "Submitted" when the Sponsor uses the **Submit for Approval** button on the Application Packet screen to submit the error-free packet to the State for review.

- If the packet status is "Submitted", the entire packet becomes read-only to the Sponsor.

- All applications that are "Submitted" must ultimately be "Approved", "Denied", or "Returned for Correction" or "Withdrawn".

o Approval Recommended (i.e., First Level Approved)

- When a Sponsor is new to the program, the system will require two levels of approval. This status represents the first level of approval performed by the State before a final approval is granted.

- The Application Packet screen will display the **First Approval** button when the first level approval is required. After the button has been selected, this button will not display; however, the **Approve** button will be displayed.

o Approved

- The packet has a status of "Approved" when the State has approved each packet item AND has selected the **Approve** button on the Application Packet screen.

o Denied

- The packet has a status of "Denied" when the State selects the **Deny** button on the Application Packet screen.

- When a packet is "Denied", the packet remains view-only and nothing in the packet can be modified. The only way to edit items in a denied packet is for the State to change the status of the packet to something other than "Denied".

- By denying an Application Packet, the status of all items within the packet is automatically set to "Denied".

- An "Approved" packet cannot be "Denied".

o Returned for Corrections

  - The packet has a status of "Returned for Corrections" when the State selects the **Return** button on the Application Packet screen.

  - This status unlocks the packet for the Sponsor and sets the status back to "Not Submitted".

  - An "Approved" packet cannot be "Returned for Corrections".

o Withdrawn

  - The packet has a status of "Withdrawn" when the Sponsor or State selects the **Withdraw** button on the Application Packet screen.

  - An Application Packet with a status of "First Level Approved" can be withdrawn.

  - An Application Packet with a status of "Approved" packet cannot be "Withdrawn". If an application has been "Approved", it can only be "Cancelled" or "Terminated" by the State (see *Application Packet* section).

Application Statuses

Statuses are used to define the current state of an application packet item. Each application can have only one status at a time.

o Pending Validation

- The application has a status of "Pending Validation" when the application has not yet been opened or saved.

o Error

- The application has a status of "Error" if it has failed system validation rules. Data entered is maintained.

o Not Submitted

- The application has a status of "Not Submitted" when the application is saved without error, but the Application Packet has not been submitted to the State.

o Submitted

- The application has a status of "Submitted" when the Sponsor has submitted the Application Packet to the State for review (i.e., the Sponsor has selected the **Submit for Approval** button).

- Any application that is marked "Not Submitted" is changed to "Submitted"

- The Application Packet becomes read-only to Sponsor users.

o Approved

- The application has a status of "Approved" when the State has approved the application (i.e., the State selected "Approved" in the Internal Use Only section of the form).

o Denied

- The application has a status of "Denied" when the State has denied the application (i.e., the State selected "Denied" in the Internal Use Only section of the form).

- If the application is "Denied", it can no longer be modified by the Sponsor. Only the State can change the status of the application.

- When setting the application status to "Denied", the State should enter a comment in the Comments to Sponsor field explaining the reason the application was denied.

o Incomplete

- The Board of Directors has a status of "Incomplete" when the data has been rolled over from the

previous program year and the State is reviewing the Application Packet for a Base Year Renewal. In order to approve the Application Packet, the reviewing SCN user needs to indicate that the Board of Directors has been reviewed.

- o Returned for Correction

    - The application has a status of "Returned for Correction" when the State has identified errors in the application and has selected "Returned for Correction" in the Internal Use Only section of the form.

    - When setting the application status to "Returned for Correction", the State should enter a comment in the Comments to Sponsor field explaining the reason the application was returned.

- o Withdrawn

    - The application has a status of "Withdrawn" when the State has selected "Withdrawn" in the Internal Use Only section of the form.

    - If the Application Packet has ever been approved, there will not be an option to withdraw.